

March 15, 2000

TO: Members of the MAG Telecommunications Advisory Group

FROM: Debbie Kohn, Avondale, Chairperson

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, March 23, 2000, **1:00 p.m.**
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. **Please park in the garage under the Compass Bank Building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.** Supporting information is enclosed.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 9 people for the MAGTAG. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you.

If you have any questions or need additional information, please contact Heidi Pahl at (602) 254-6300.

TENTATIVE AGENDA

ADVISORY GROUP ACTION REQUESTED

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| 1. Call to Order | |
| 2. <u>Approval of February 24, 2000 Meeting Minutes</u> | 2. Review and approve meeting minutes. |
| 3. <u>MAG Regional Videoconferencing System Project</u> | 3. For information and discussion. |
| The MAG Regional Videoconferencing System Project will implement videoconferencing technology to facilitate communication among MAG and its | |

member agencies and reduce travel by eliminating the need to travel to as many meetings. A project update will be provided.

4. Scheduling Policies and Procedures for the MAG Regional Videoconferencing System

The MAG Regional Videoconferencing System requires policies and procedures for scheduling videoconferencing and audio conference meetings. At the last meeting of the MAGTAG, it was agreed that MAG staff would complete a draft final scheduling policies and procedures for the scheduling working group to review prior to mail-out of the March MAGTAG agenda. An update will be provided.

5. Member Agency Authorization for the MAG Regional Videoconferencing System

The MAG Regional Videoconferencing System requires authorization, between MAG and all end sites to install the videoconferencing network for the MAG Regional Videoconferencing System. An update will be provided.

6. Telework Program

The telework portion of the MAG Teleconferencing and Telework Program will provide for additional teleworking alternatives throughout the Valley. An update will be provided.

7. Fiber Optics Infrastructure

The City of Mesa is looking at doing more with its fiber optics infrastructure. But before they do this, they are interested in determining what other cities are doing. At the last meeting of the MAGTAG, TAG members agreed that they would be

4. For information, discussion and possible action.

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6. For information and discussion.

7. For information and discussion.

responsive to the fiber optic survey conducted by TAG member, Jim Hull. An update will be provided.

8. Domain Name Registration

The Department of Administration at the State of Arizona has domain names with the extension az.gov available to member agencies who request them. To request a domain name, the Information Technology Director of a member agency must have two DNS servers and must fax a letter indicating the IP addresses of the two DNS servers, on letterhead to Marc Jacott at 602 542-3760. An update will be provided.

9. Update on the Electronic Access Survey

Regional Connections will further email, web page and Internet assistance to those member agencies who need support, especially those who are not yet using these technologies. MAGTAG recommended performing a survey of all agencies prior to beginning this project. The Electronic Access Survey was administered by telephone and the responses were summarized. The essential Regional Connections system was reviewed and input was solicited. From this input, it was agreed that additional survey questions need to be answered prior to moving forward with Regional Connections. An update will be provided. See Attachment One.

8. For information and discussion.

9. For information and discussion.

10. Electronic Commerce Forum Working Group

At the last meeting of the MAGTAG, a TAG member suggested that MAGTAG sponsor an Electronic Commerce Forum if there were sufficient interest. Ideas will be collected from members of the MAGTAG on conducting city business electronically. Volunteers for an E-Commerce Forum Working Group will be solicited. An update will be provided.

11. Announcements and Public Input

An opportunity will be provided to Committee members and members of the public to address the MAG Technical Advisory Group.

12. Date of Next Meetings

The next meeting of the MAGTAG will be held on April 27, 2000 from 10:00 a.m. - 12:00 p.m. The remainder of meetings for 2000 are as follows:

May 25, 2000

June 22, 2000

July 27, 2000

August 24, 2000

September 28, 2000

October 26, 2000

November 30, 2000

December 28, 2000

10. For information and discussion.

11. For information.

12. For information.